

BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS

PROPOSAL SUBMISSION INSTRUCTIONS (PSI)

TECHNICAL FORMAT AND INSTRUCTIONS

Technical Format and Requirements for Printed Applications:

1. Provide double-spaced, single-sided Executive Summary and Proposal Narrative;
2. Provide proposal budget per Request for Grant Proposals (RFGP) or solicitation letter guidelines and Proposal Submission Instructions (PSI);
3. Mandatory - Provide completed SF-424 "Application for Federal Assistance," SF-424A "Budget Information – Non-Construction Programs," and SF-424B, "Assurances - Nonconstruction Programs;"
4. Number all pages, including budget and addenda;
5. Use 8 ½" x 11" paper for the package;
6. Only if applicable, i.e., SF-LLL form, etc.

The original proposal and the required number of copies indicated in the solicitation document should be arranged in the following order:

Table of Contents (List all attachments)

TAB A SF-424, "Application for Federal Assistance" (IMPORTANT One additional copy of the SF-424 must be included in an envelope marked "Attention: ECA/EX/PM.")

TAB B Executive Summary (One page)

TAB C Narrative (Not to exceed twenty pages)
Calendar of activities/itinerary, if applicable

TAB D Budget Submission
Budget Information – Non-Construction Programs (SF-424A)

TAB E Resumes and CVs (Project staff; not to exceed two pages each)
Letters of endorsement

TAB F 1.) SF-424B, "Assurances - Nonconstruction Programs".

2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. **Note:** The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of

amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e., SF-LLL form, etc.

*TAB F only needs to be included in the original and one (1) copy of the proposal; the remaining copies of the proposal do not need TAB F.

All organizations submitting a proposal must read, sign and retain in their main administrative offices the forms and/or certificates listed below. The "Assurances - Nonconstruction Programs" (Form SF-424B) must be signed and inserted in the proposal under TAB F; this form indicates that the applicant is in compliance with all applicable requirements of Federal laws, executive orders, regulations, and policies.

Technical Format and Requirements for Electronic Applications:

Note: All proposal components/elements, (i.e. Executive Summary, Proposal Narrative, Budget, and all other supporting materials must be formatted for printing on 8 ½" X 11" paper.

1. Provide Executive Summary and Proposal Narrative in Microsoft Word-readable format, double-spaced;
2. Provide proposal budget, per RFGP or solicitation letter guidelines and Proposal Submission Instructions (PSI) in Microsoft Excel-readable format;
3. Mandatory - Provide completed SF-424 "Application for Federal Assistance", and SF-424B, "Assurances - Nonconstruction Programs," SF-424A "Budget Information – Non-Construction Programs;"
4. Ensure that all pages are numbered, including proposal narrative, budget and addenda.

NOTE: Proposals submitted through Grants.gov must be submitted in any combination of the following formats:

- Microsoft Word

- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

The original proposal should contain the following sections. It is recommended that applicants merge/consolidate as many of the files as possible into a single Microsoft Word or Adobe Acrobat file.

Table of Contents (List all attachments)

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B Executive Summary (One page)

C Narrative (Not to exceed twenty pages)
Calendar of activities/itinerary, if applicable

D Budget Submission

Budget Information – Non-Construction Programs (SF-424A)

E Resumes and CVs (Project staff; not to exceed two pages each)
Letters of endorsement

F 1.) SF-424B, "Assurances - Nonconstruction Programs".

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3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

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Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e., SF-LLL form, etc.

All organizations submitting a proposal must read, sign and retain in their main administrative offices the forms and/or certificates listed below. The “Assurances - Nonconstruction Programs” (Form SF-424B) must be submitted through the grants.gov site. This form indicates that the applicant is in compliance with all applicable requirements of Federal laws, executive orders, regulations, and policies.

GUIDELINES FOR ASSISTANCE AWARD PROPOSALS

TECHNICAL ELIGIBILITY

Technically eligible submissions are those which: 1. Arrive at the Bureau per the deadline requirements established in the solicitation. 2. Have heeded all instructions contained in the solicitation document, including length and completeness of submission. 3. Do not violate any of the guidelines stated in the solicitation and this document. Submissions should be mailed to U.S. Department of State, Program Management Division, ECA-IIP/EX/PM, SA-5, Floor 4, 2200 C Street, NW , Washington, DC 20037.

RECIPIENT ORGANIZATIONS

Pursuant to the Mutual Educational and Cultural Exchange Act of 1961, as amended (Fulbright-Hays Act) the Bureau of Educational and Cultural Affairs of the U.S. Department of State awards grants and cooperative agreements to educational and cultural public or private nonprofit foundations or institutions. If your organization is a private nonprofit which has not received a grant or cooperative agreement from the Bureau in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status. Failure to do so will cause your proposal to be declared technically ineligible.

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Organizations should be familiar with OMB Circulars A-110 (Revised) (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations), A-122/A-21 (Cost Principles for Nonprofit Organizations; Indirect Costs), and A-133/A-128 (Audits of Institutions of Higher Education and Other Nonprofit Organizations) on cost accounting principles. For a copy of the OMB circulars cited, please contact Government Publications or download from <http://www.whitehouse.gov/OMB/>.

AUDITS

The recipient's proposal will include the cost of an audit that:

- (1) complies with the requirements of OMB Circular No. A-133, "Audits for Institutions of Higher Education and Other Nonprofit Institutions";
- (2) complies with the requirements of American Institute of Certified Public Accountants, (AICPA), Statement of Position (SOP) No. 92-9, "Audits of Not-for-Profit Organizations Receiving Federal Awards";
- (3) complies with AICPA Codification of Statements on Auditing Standards AU Section 551, 'Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents, " where applicable. When the U.S. Department of State is the largest direct source of Federal financial assistance (i.e., the cognizant Federal Agency) and indirect costs are charged to Federal grants, a supplemental schedule of indirect cost computation is required.

The audit costs shall be identified separately for:

- (1) audit of the basic financial statements, and
- (2) supplemental reports and schedules required by A-133.

COST SHARING

The Bureau of Educational and Cultural Affairs encourages cost-sharing, which may be in the form of allowable direct or indirect costs. The recipient of an assistance award must maintain written records to support all allowable costs which are claimed as its contribution to cost participation, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash in-kind contributions must be in accordance with OMB Circular A-110 (Revised), Subpart C (23) "Cost-sharing or Matching, " and should be described in the proposal. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, the Bureau's contribution will be reduced in proportion to the recipient's contribution.

INDIRECT COST-RATE

An organization with an audited indirect cost rate negotiated with a cognizant federal government agency other than U.S. Department of State should include a copy of the cost-rate agreement as an addendum to the budget. If the applicant currently has an assistance award from U.S. Department of State, the agreement does not need to be submitted unless the applicant has negotiated a new indirect cost rate with a cognizant agency other than U.S. Department during the past 12 months. An applicant must indicate in the proposal budget how the rate is applied. The Bureau of Educational and Cultural Affairs generally does not pay indirect costs against participant expenses.

CONFERENCES

The Bureau of Educational and Cultural Affairs does not support proposals limited to

conferences or seminars organized as plenary sessions, major speakers, and panels with a passive audience. The Bureau supports conferences only insofar as they are a minor part of a project with greater duration and scope which is receiving Bureau funding.

TRAVEL

The options an assistance award recipient has for arranging U.S. domestic travel for grantees are: (a) to use own travel agent, or (b) through the Travel Management Center (TMC) at Carlson-Wagonlit Government Travel (1-866-654-5593 or <http://www.cwgt.com>). Under the TMC method, however, travel costs must be a minimum of \$20,000 to utilize this option. The Bureau does not make the travel funds directly available to the recipient organization, but rather sets aside the funds in the assistance award to be accounted for separately as expenses are incurred and liquidated. In order to ensure the set-aside for this purpose not be exceeded, the recipient organization must closely monitor the grant travel costs and advise the Bureau program officer if more (or less) funds are needed than originally anticipated. Detailed instruction on use of the TMC will be provided when the grant/cooperative agreement is awarded. Recipient staff and consultants are not allowed to use TMC. Note: Preferred travel option must be indicated in your proposal narrative.

DIVERSITY, FREEDOM AND DEMOCRACY GUIDELINES

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including but not limited to ethnicity, race, gender, religion, geographic location, social-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the Support for Diversity section for specific suggestions on incorporating diversity into the total proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau, "shall take appropriate steps to provide opportunities for participation in such program to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of this goal in their program contents, to the full extent deemed feasible.

Suggested elements could include:

Program Administration:

- Selection of the U.S. and foreign program participants should reflect all relevant forms of diversity (ethnicity, gender, geographic regions, etc.) to the extent possible;
- Program locations should reflect geographic diversity and, where relevant, social-economic diversity;
- Program evaluation should incorporate an examination of the program from a variety of perspectives, including the establishment of diversity criteria and how the program meets these criteria/goals.

Program Content:

- Orientation should include a session on multi-ethnicity and multi-culturalism for in-bound participants as well as for participants going abroad;
- In seminars, workshops, meetings and other forms of interaction, relevant diversity issues should be addressed either directly (as a topic) or indirectly (through contact with individuals of diverse backgrounds);
- Wrap-up and re-entry sessions should include a component on diversity issues observed in the U.S., and, if relevant, a comparative world-wide view of diversity;
- Resource lists and research material should contain a broad representation of subjects, authors and titles reflecting diversity in the U.S.;
- Program follow-up should ensure mechanisms for the continual promotion of diversity issues.

TAXES

Grantees under Bureau-funded projects are responsible for complying with all applicable tax treaties and federal, state and local laws on tax withholding and reporting for project participants. Because of the complexity of current tax laws regarding scholarship and fellowship income, it is strongly recommended that grantees consult with tax counsel regarding such compliance.

INSURANCE

Exchange program regulations require that all J-1 visa holders carry health and accident insurance. At a minimum, insurance must provide the following benefits:

- (1) medical coverage of at least \$50,000 per person per accident or illness;
- (2) repatriation of remains in the amount of \$7,500; and
- (3) medical evacuation benefits of at least \$10,000.

In addition, a qualified insurance program shall not have a deductible that exceeds \$500 and it must meet other technical standards as specified in the regulations (22 CFR Part 514). The Bureau provides health and accident insurance that is in compliance with 22 CFR Part 514. The Bureau insures international and U.S. participants in a variety of exchange-of-persons programs at no cost to the participants. This insurance is not all-purpose health insurance; it is subject to specific limitations. This coverage is not intended to replace any insurance a participant may already have. Instead, the intent is to supplement existing coverage and to ensure that a participant's basic health is protected in a foreign country.

If the applicant will not be using the Bureau's insurance, the applicant should budget (under program costs per participant) for insurance. It is expected that participants will be provided with insurance for those periods of actual participation in exchange activities. The period of coverage does not necessarily coincide with the duration of the funded project.

ECA's COMMITMENT TO PUBLIC PRIVATE PARTNERSHIPS (PPPs)

ECA is reaching out to the private sector to engage in collaborative public-private partnerships that align with ECA's mission of building mutual understanding around the

world. While there is a tremendous demand for ECA programs, meeting these demands and the challenges of the 21st century must come from collaboration between the public and private sectors. This tremendous demand, coupled with our past successes in developing public/private partnerships, has led us to look for ways to further increase the effectiveness of our programs. We know that our educational, cultural and sports activities align strategically with the corporate social responsibility goals of corporations and the mission of many foundations.

Public/private partnership furthers the social responsibility goals of private sector philanthropy through focused investments in educational and cultural exchanges while amplifying the expanse and reach of ECA's programs. These programs build human potential and local capacity, highlight talent and can identify potential employees and consumers. Multinational companies are increasingly interested in human capacity building and being good global corporate citizens. Foundations have had a long track record of philanthropic work around the world. As a result, we launched a significant initiative in 2008 to further engage the private sector.

The Bureau of Educational and Cultural Affairs (ECA) strongly encourages applicant organizations to consider developing sustainable public private partnerships in an effort to expand and increase the number of program participants and the overall impact and reach of ECA funded exchange programs and activities. Proposals should demonstrate a firm commitment to the advancement of PPPs in their proposal narrative and when possible, include letters of commitment from the organizations/companies with whom they are proposing to partner. Please note: Any/all proposed partnering relationships will be vetted with ECA's Office of Private Sector Exchanges and the Department's Office of the Legal Advisor to ensure there is no conflict of interest.

Proposal narratives should also demonstrate a willingness to coordinate closely with the program office(r) assigned to this project in collecting data and highlighting and publicizing successful public private partnerships that result from ECA funded assistance awards (grants and cooperative agreements).

ECA's GENERAL POLICY GUIDANCE ON ALUMNI OUTREACH/FOLLOW-ON AND ENGAGEMENT

Proposals must include a plan outlining alumni outreach/follow-on and engagement. Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. Reviewers will assess ways in which proposals provide substantive plans to prepare exchange program participants for their role as active, effective alumni and how the grantee organization will continue to engage with alumni once they return home. Recipient organization(s) must outline how alumni/follow-on activities will be sustained after the grant period.

All recipients of ECA grants or cooperative agreements (here-after referred to as "recipient organization(s)") will be expected to provide regular updates on alumni/follow-on activities throughout the period of performance. Proposals should also include plans to use alumni in recruitment and orientation programming of future participants.

As a general rule, ECA discourages support of individual one-time alumni/follow-on events for most of its exchange activities but rather is asking Recipient organization(s) to

connect alumni with local non-governmental organizations, chambers of commerce or other private sector institutions to ensure long-term sustainability of alumni/follow-on activities. ECA encourages follow-on/alumni activities that have a strong multiplier effect and demonstrate significant impact on organizations with which the alumni is cooperating. Mentorships, internships, and job shadowing experiences are encouraged. Please refer to actual solicitations (i.e. Request for Grant Proposals) for any specific additional guidance.

The Bureau expects that all recipient organization(s) will encourage and assist participants in registering and using the State Alumni website (alumni.state.gov) and the ExchangesConnect website (connect.state.gov) at multiple points during their exchange experience, at a minimum during program orientations and pre-departure briefings as well as at the end of programs to encourage participants to create groups and/or forums on ExchangesConnect. Proposals should detail how the websites will be promoted to exchange participants and how the recipient organization(s) will facilitate participant registration. The Bureau expects that all recipient organization(s) will place a link to both State Alumni and ExchangesConnect on their own websites.

State Alumni, an interactive, dynamic and password-protected on-line global community, offers alumni a place to network; discover grants and funding opportunities; and research through over 20,000 international journals and newspapers. The web site is exclusively for alumni and features communities to discuss ideas and topics, as well as participate in Q&A Live sessions with experts.

ExchangesConnect is designed as a digital resource for the alumni of our exchange programs, youth audiences, and other groups around the world interested in international dialogue of mutual interest that furthers our goal of international understanding.

While applicant organizations may propose the use of websites for recruitment and selection, pre-departure and re-entry efforts/activities, the Bureau will not fund or support websites and/or website activities that are duplicative or run parallel to alumni/follow-on opportunities on ECA's State Alumni website.

Recipient organizations will be granted access to the password-protected State Alumni website to interact with program participants and alumni. ECA funds can be used to support the recipient organization's interaction with alumni and the management of the particular alumni community via the State Alumni website.

After awards have been finalized, all recipient organization(s) will be expected to work directly with the respective ECA program office, ECA's Office of Alumni Affairs and the Embassy-based alumni coordinator to provide regular updates on alumni activities, alumni follow-up and alumni participant data. Proposals should specifically acknowledge a commitment to this effort. All statistical information collected on ECA funded program participant(s) should be transferable to databases maintained by ECA.

ECA will provide general information on alumni outreach ideas as well as illustrative examples of State Alumni website pages on exchanges.state.gov that interested organizations can use in designing their alumni outreach strategies.

ACKNOWLEDGEMENT OF ECA's FINANCIAL SUPPORT AND USE OF THE DEPARTMENT SEAL

All recipients of ECA grants or cooperative agreements should be prepared to state in any announcement or publicity where it is not inappropriate, that activities are assisted financially by the Bureau of Educational and Cultural Affairs of the United States Department of State under the authority of the Fulbright-Hays Act of 1961, as amended. Award recipients are strongly encouraged to use the Department seal on all promotional and related materials for ECA funded programs which support the commemoration of special occasions or events, but only after first obtaining written permission from the ECA program office(r) assigned to the project.

BUDGET GUIDELINES

An applicant organization's budget must respond to the solicitation guidelines and be included in the proposal. Use specific line- items corresponding to the solicitation guidelines, and provide a detailed line-item budget outlining specific cost requirements for proposed activities. A minimum of three columns must be used to delineate the Bureau funding request, cost-sharing by applicant, and total project funding. Include narratives as necessary to explain specific line-items and how the amounts were derived.

The three-column proposal line-item budget must include these main components:

- A. Summary Budget
- B. Line-item Program Budget
- C. Line-item Administrative Budget

A. SUMMARY BUDGET

A budget outlining total program and administrative costs as well as overall total project cost should be included. Costs per participant are to be included as shown in this example:

	Bureau of Educational and Cultural Affairs	Cost Sharing	Total
PROGRAM COSTS			
Program costs per participant			
ADMINISTRATIVE COSTS			
Administrative costs per participant			
TOTAL COSTS			
Total costs per participant: (Number of Participants)			

B. SUMMARY BUDGET

Applicant organizations should follow, in general, the outline and sample budget format below. Funding requirements by source (Bureau of Educational and Cultural

Affairs, cost-sharing, etc.) are to be listed for each line item. General program costs that do not vary according to the number of participants are separated from program costs that do vary according to the number of participants. Contributions should be included, whether cash or in-kind contributions. Assign a monetary value in U.S. dollars to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding to be provided by component of a larger program, identify other funding sources for the proposal and indicate the specific funding to be provided by those sources.

1. General Program Costs: Program costs that do not vary according to the number of participants.

- a. Lecture fees, honoraria, travel and per diem for outside speakers: List names and rates per day (e.g., 2 x \$150/day x 2 days).
- b. Staff travel and per diem-separate costs into four areas:
 - 1) international airfare
 - 2) in-country travel overseas
 - 3) domestic travel in the U.S.
 - 4) per diem

Explain differences in fares among travelers on the same routes (e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months).

- c. Materials: Film and video rentals, educational materials, etc., as appropriate.
- d. Group costs: Ground transportation in the U.S., cultural and educational program costs.

2. Program Costs for Participants: Program costs that vary according to the number of participants.

- a. Travel: separate costs into three areas:
 - 1) international airfare
 - 2) in-country travel overseas
 - 3) domestic travel in U.S.

Explain differences in fares among travelers on the same routes (e.g., participant traveling for three weeks whose fare is higher than that of participant traveling for four months).

- a. Per Diem/Maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.gsa.gov/>. Per diem rates may not exceed the published U.S. government allowances rates; however, institutions may use per diem rates lower than official government rates. Homestays, dormitory stays, hotel room-sharing, and similar means of lowering the

per diem cost are permissible.

- b. Orientation: Travel costs and per diem other than for participants, speaker fees, preparation of materials, printing and copying may be included with other expense categories or listed as a separate category. It may be necessary to identify additional costs under this heading, such as room rental.
- c. Health Insurance: In general, participants are covered by the Bureau's self-insurance policy. Refer to Program Guidelines for clarification.
- d. Other Programs Costs: These will vary depending on the nature of the project. Academic fees, cultural allowances, and book allowances are possible items. The inclusion of each must be justified.
- e. Scholarships/Tuition: The applicant must identify costs included when the proposal requests support for academic scholarships or tuition. If only the cost of international travel is requested, this must be clearly identified. If the scholarship includes other administrative and program expenses, each item of expense must be listed and explained to ensure that there is no overlap with other requested budget items.

The Bureau of Educational and Cultural Affairs **DOES NOT PAY FOR THE FOLLOWING:**

- Publication of materials for distribution within the United States;
- Administration of a program that will make a profit;
- Expenses incurred before or after the specified dates of the grant;
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Entertainment expenses;
- Contingency funds to cover unexpected costs, including salary increases, increased airfares, other inflationary factors.

SAMPLE LINE-ITEM PROGRAM BUDGET

PROGRAM BUDGET	Bureau of Educational and Cultural Affairs	Cost Sharing	Total
A. General Program Costs			
1. Honoraria and per diem			
2 Staff travel and per diem			
a. International travel			
b. In-country travel overseas			
c. Domestic travel in U. S.			
3. Educational materials			
4. Group ground transportation			
5. Other			
Total General Program Costs			
B. Participant Costs			
1. Participant Travel			
a. International travel			
b. In -country travel overseas			
c. Domestic travel in U. S.			
2. Maintenance/per diem: list number of participants, rate, number of days.			
3. Orientation			
a. Materials			
b. Room/equipment rentals			
Other			
TOTAL PROGRAM COSTS			

C. LINE-ITEM ADMINISTRATIVE BUDGET

The line-item administrative budget describes each type of cost and elaborates on the categories listed below.

1. Staff requirements: Identify staffing requirements by each position title and, as necessary, brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312$).
2. Benefits: State benefit costs separately from salary costs and explain how benefits are computed for each category of employee.

3. Other direct administrative expenses: List items separately using unit costs for photocopying, postage, telephone/fax, internal access, printing, office supplies (e.g., Telephone: \$25/month x 12 months).
4. Indirect Expenses: See OMB Circular, A-122, "Cost Principles for Non-Profit Organizations"
 - a. If your organization has an indirect cost-rate agreement with the U.S. Organizations." Government, please include a copy of this agreement as an addendum to the budget.
 - b. Indicate how the rate is applied – to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
 - c. Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

SPECIAL NOTES:

- The limit on administrative costs includes both direct and indirect administrative charges, whether or not the indirect charges are based on program or administration expenses.
- Expenses, especially administrative costs, should be cost-shared. Cost-sharing by the applicant organization should be clearly stated in the budget as the applicant's contribution.
- Preference is given to applicants proposing to waive or substantially cost share indirect expenses in order to utilize the highest possible proportion of funds for direct program costs.

SAMPLE LINE - ITEM ADMINISTRATIVE BUDGET

	Bureau of Educational and Cultural Affairs	Cost Sharing	Total
1. Salaries: by position and rate			
2. Fringe Benefits: specify type			
3. Telephone/fax			
4 Copying			
5. Postage			
Other			
6. Indirect Costs			
TOTAL ADMINISTRATIVE COSTS			

DIVERSITY

Bureau of Educational and Cultural Affairs

The Bureau of Educational and Cultural Affairs of the United States Department of State strives to ensure that all programs conducted under its mandate reflect the diversity of the intended audiences.

The Bureau aggressively seeks and actively encourages the involvement of U. S. and international participants from traditionally underrepresented audiences in all its grants, programs and other activities. These audiences include, but are not limited to women, persons belonging to racial and ethnic minorities, persons living in underserved geographic locations, persons belonging to religious minorities, persons of lower socio-economic status and persons with disabilities. The Bureau seeks fairness, equity and inclusion.

